

ROLES and RESPONSIBILITIES

Updating the Recreation and Open Space Sub-Elements

Director of Parks and Recreation

Sets direction for project, and directly supervises Project Coordinator. Hires Project Coordinator and consultants. Approves any work products. Acts as formal link to Parks and Recreation Commission, Arts Commission, Planning Commission and City Council.

Project Coordinator

Lead staff for this project and primary author of final report, synthesizing information from all sources. Supervises work of anyone providing outside professional services. Attends all meetings related to the project.

Parks and Recreation Commission and Arts Commission

Provide ongoing review and comment. Study Sessions will be held at key junctures so that the Commissioners can flag areas of omission or which warrant further attention and/or to validate direction and findings. Each meeting with the Commissions will also provide an opportunity for public input. Participate in developing community vision for recreation and open space. Review the final full draft and provide comments and recommendations to the City Council.

Visioning Participants

Comprised of people from the community who represent a cross-section of interests in the City that are or would be impacted by recreation and open space services. Also includes individuals with relevant expertise. This group will meet early on in the process to develop the vision for recreation and open space. They will also receive invitations to participate in later public hearings before the Parks and Recreation, Arts and Planning Commissions as well as before the City Council. Visioning participants will also be notified of the availability of the final draft, when it becomes available, so that they may submit written or oral comments.

General Public

The General public will be given the opportunity to participate in a variety of ways. Some will participate in developing a vision for recreation and open space. Public hearings with the Parks and Recreation Commission, Arts Commission, Planning Commission and City Council will also be noticed. Special notices of these public hearings and of the opportunity to submit written comments on the final draft will be sent to individuals on the Department of Parks and Recreation's "Friends of Parks and Recreation" mailing list.

Planning Commission

Provides City-wide perspective in the review of all Sub-Elements and helps to integrate all Sub-Elements into a single comprehensive plan. Reviews the full draft Sub-Element, and provides comments, alternatives and recommendations to the City Council.

City Council

Authorize the release of the full draft to the public after a joint Study Session with the Parks and Recreation and Arts Commissions. Ultimately responsible for adopting a final Sub-Element with goals, policies and action statements that will drive the provision of open space and recreation services in the City for the next five to ten years.

Staff

Provide periodic review of data and findings for reality check and completeness, and to ensure validity and ability to implement. Serve as a data resource throughout. While Parks and Recreation staff will play the largest role, staff from throughout the City will be involved as appropriate. The Executive Leadership Team (ELT) will be provided an opportunity to review the document.

Planning, Economic Development Review (PEDR) Committee (NOVA rep, Economic Development, Assistant City Manager, City Attorney, Planning Officer, Community Development Director)

Required one-time review for readability and consistency.